



# Special Recreation Permit Process Guidebook



**Utah**  
Bureau of Land  
Management  
2018

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# CHAPTER 1: GENERAL INFORMATION

## **Introduction**

Special Recreation Permits (SRPs) are authorizations that allow for commercial, competitive, and group recreation uses of the public lands and related waters. They are issued as a means to control visitor use, protect recreational and natural resources, and provide for the health and safety of visitors. The BLM usually issues noncommercial group permits and SRPs in high-use areas or where recreation use requires special BLM management. It also issues SRPs as a mechanism to provide fair market value to the United States for the recreational use of public lands. Permits are required for the following types of uses: commercial, organized group activities and events, competitive, vending, and individual or group use in special areas. The BLM's authority to issue permits is described in the Federal Land Policy and Management Act of 1976 and 43 Code of Federal Regulations (CFR) 2930. The authority to collect and retain recreation fees is specified in the Federal Lands Recreation Enhancement Act (REA) of 2004.

## **Types of SRPs**

### Commercial Use

Commercial use means recreation use of the public lands and related waters for business or financial gain. The activity, service, or use is commercial if any of these conditions is present:

- (1) Any person, group, or organization makes or attempts to make a profit, receives money, amortizes equipment, or obtains goods or services as compensation from participants in recreation activities occurring on public lands and led, sponsored by, or organized by that person, group, or organization. Compensation for recreation services may come from participants and/or other sources.
- (2) Anyone collects a fee or receives other compensation that is not strictly a sharing of actual expenses, or exceeds actual expenses, incurred for the purposes of the activity, service, or use.
- (3) There is paid, public advertising to seek participants.
- (4) Participants pay for a duty of care, i.e., an expectation of safety.

As noted, paid public advertising qualifies a use as commercial. Paid public advertising includes, for example, newspaper ads, Internet banners, and radio and television air time (43 CFR 2932.5(1) (iii)).

Use by scientific, educational, and therapeutic institutions or nonprofit organizations is commercial and subject to a permit requirement when any of the preceding criteria is present. The nonprofit status of any group or organization, alone, does not determine that an event or activity arranged by such a group or organization is noncommercial. By contrast, profitmaking organizations are automatically classified as commercial, even if that part of



their activity covered by the permit is not profitmaking (43 CFR 2932.5).

Commercial use can be either public or nonpublic. Public commercial use is characterized by efforts to promote the activity as available for general public participation. Nonpublic commercial uses are those that are available only to a limited group of participants (e.g., members of a club). Examples of commercial activity include, but are not limited to, fundraising, outfitter/guide services, guided backpacking, courses with a recreation component, outdoor skills workshops, motorized tours, and guided horse rides.

An activity may be deemed noncommercial where no compensation is received for the activity, the activity leaders' positions are not established to organize and/or conduct recreation activities, no fees other than cost sharing of actual expenses are paid by participants, the activity is not publicly advertised, and the organizers share trip expenses equally with participants. (See Chapter 1, page 8-10, Waiving the Requirement to Obtain a Permit.)

*Please refer to Chapter 2 for specific information on commercial SRPs.*

## Organized Group Activity or Event Use

Organized group or event permits are intended for group outdoor recreation activities or events that are neither commercial nor competitive. The BLM determines when a permit is required based on planning decisions, resource concerns, potential user conflicts, or public health and safety issues. A group is defined as more than one person participating in a recreation activity or event. The threshold size of a group requiring a permit is not established on a national basis, but individual Field Offices may have set thresholds for certain types of activities or user groups.

The threshold, if any, must be determined for each area (e.g., 10 people in a sensitive riparian area may constitute a need for a permit, but a very resistant or resilient site may be able to handle 200 people without the need for special management). Field offices are encouraged to develop, through land use planning efforts, thresholds for requiring permits for organized groups and events for specific types of recreation activities, land areas, or resource settings.

Examples of groups or events that may require a permit include a large scout campout, fraternity activity, OHV gathering, retreat, family reunion held at a BLM recreation site or involving participation in recreation activities on public lands and related waters, a historic reenactment, or a noncompetitive, dual-sport motorcycle event. Before issuing an SRP for an activity or group event, the field office should consider if the activity or event is primarily recreational in nature. If not, it may be more appropriate to authorize the activity or event with a land use permit. (See also Chapter 1, Relationship with Other BLM Permits, and 43 CFR 2920).

*Please refer to Chapter 3 for specific information on organized group and special event SRPs.*

## Competitive Use

Competitive use means any organized, sanctioned, or structured use, event, or activity on public lands and related waters in which two or more contestants compete and either or both of the following elements apply:

- (1) Participants register, enter, or complete an application for the event.
- (2) A predetermined course or area is designated.

One or more contestants challenging an established record (e.g. speed or endurance) is also a competitive use. Examples of competitive events include off-highway vehicle (OHV) races, horse endurance rides, mountain bike races, rodeos, poker runs/rides, orienteering, land speed records, and multi-element adventure events.

Competitive events may also be commercial.

*Please refer to Chapter 4 for specific information on competitive use SRPs.*

## Vending

Vending is a type of commercial use defined as a temporary, short-term, nonexclusive, revocable authorization to sell goods or services on public lands and related waters in conjunction with a recreation activity or at a recreation site. Vending permits are nonexclusive in that the permittee has no expectation of exclusive use; the Bureau of Land Management (BLM), nevertheless, retains the ability to limit the number of vendors. Vendor permits do not authorize permanent structures and do not grant preferential rights for renewal or any possessory interests in real property on the public lands and related waters (it may be more appropriate to authorize the activity or event with a land use permit. (See also Chapter 1, Relationship with Other BLM Permits, and 43 CFR 2920)).

NOTE: Shuttle services may be authorized under a commercial SRP. For example, a shuttle business that operates all summer may be authorized under a commercial SRP, in contrast with a shuttle business that provides services at a BLM site over a single high-use weekend, in which case a vending SRP would be appropriate.

## Special Area Use

Individual special recreation permits (ISRPs) may be required for individual (i.e., private, noncommercial) recreation use in Special Areas. Special Areas are defined as areas officially designated by statute, Presidential decree, or Secretarial order and include components of the National Trails System; the National Wild and Scenic Rivers System; the National Wilderness Preservation System; national conservation areas, national monuments, or national recreation areas; an area covered by joint agreement between the BLM and a state government, as provided for in Title II of the Sikes Act (16 U.S.C. 670a et seq.); or any area where the BLM determines that resources need to be protected by special management and control measures and that a permit system for individual use would achieve management objectives.

*Please refer to Chapter 5 for specific information on these SRPs.*

## **Bureau of Land Management's SRP Policy**

All commercial, competitive, organized group activity and event use, and special area use on Utah's Public Land meeting the above criteria must be authorized by an SRP before it occurs. SRPs are issued at the discretion of the BLM. The BLM may choose not to issue permits for certain activities or use-areas at any time and without prior notice. Such decisions could be based on a variety of factors such as planning decisions, potential resource impacts, existing outfitters in the same area, overcrowding, past poor performance and others.

## **Relationship with Other BLM Permits**

### Commercial Filming Permits Issued with an SRP

Commercial photography or filming may be authorized under the SRP guidelines. Commercial filming may be authorized in the SRP whenever it is being produced and takes place in association with the activity permitted under the SRP, occurring at the same time and in the same location as the permitted activity. In such instances, both the SRP fee (43 CFR 2930) and the commercial filming fee (43 CFR 2920) should be charged. A 2920 film permit covering all commercial filming, including the filming of permitted actions, must be obtained when the filming is done by an entity or company other than the SRP holder, or when an SRP holder plans to film at times and locations that are not part of a commercial recreation activity. The BLM may require a 2920 film permittee to acquire an SRP or contract with an SRP holder when commercially filming a recreation activity, such as guided hunters pursuing game on public lands.

The standards and requirements for issuing film permits under either 43 CFR 2920 or 43 CFR 2930 are set forth in 43 CFR 5, Commercial Filming and Similar Projects and Still Photography on Certain Areas Under Department Jurisdiction.

As intended by Congress, most still photographers are not required to obtain a permit. The permitting of commercial still photography is subject to the criteria in Public Law 106-206, which outline several circumstances where a permit either is required or may be required, in recognition of the agency's responsibility to protect the resources.

For commercial still photography to require a permit, either the recreation activity being photographed or the photographer must be located on public lands and related waters, and at least one of the following criteria must be met:

- a) The photographer uses models, sets, or props that are not a part of a site's natural or cultural resources, or administrative facilities, as defined.
- b) The photography takes place at a location where or a time when members of the public are generally not allowed.
- c) The agency would incur costs for providing onsite management or oversight to protect agency resources or minimize visitor use conflicts.
- d) Additional administrative costs are likely to be incurred for management oversight or onsite monitoring of the activity.

Visitors do not have to obtain a permit for filming or still photography activities unless the

filming is commercial filming, as defined, or the still photography involves one or more of the criteria listed above.

The BLM will reject an application for commercial filming or still photography when it is determined that the activity is likely to cause resource damage; unreasonably disrupt or conflict with the public's use or enjoyment of the site; pose health or safety risks to the public; cause unnecessary or undue degradation of BLM lands; or violate the Wilderness Act or any other applicable federal, state, or local law or regulation.

When commercial photography or filming is authorized in an SRP, the following stipulations are added to the SRP:

Filming is limited to the use of handheld and tripod mounted cameras. Use of dollies, tracks, cranes, high lines, aircraft (including unmanned aircraft systems or drones) and other camera support devices is not allowed, unless the camera support device is part of the recreation activity authorized under the SRP. Construction or removal of vegetation for the creation of a camera platform or to clear a shot is not allowed. Filming is generally done using only ambient light sources. No more than two, battery-powered, auxiliary lighting sources may be used.

If the filming project is more complex than allowed for under this stipulation, then a separate permit under 43 CFR 2920 is required.

Film permits are not required for any photography taken by the SRP holder while conducting operations under the SRP, for use in the permittee's own promotional material, given to guests as a memento of the trip, or for any motion or still picture photography done by guests or using a guest's camera equipment for noncommercial purposes.

The most current information on filming and photography may be found in 43 CFR Part 2920 and 43 CFR Part 5 regulations, and in Public Law 106-206 (May 26, 2000).

### Recreation Permits Issued with Other Programs

If a use authorized by another program has a commercial recreation component (e.g. dudes rounding up cattle on a grazing allotment), the BLM requires an SRP in addition to the other program authorization.

### **When the Requirements for an SRP May Be Waived**

The BLM may waive permit requirements under the conditions described below.

NOTE: These exceptions must not apply to Special Areas where ISRPs are required or in areas where carrying capacity has been reached and use is allocated. Further, the BLM does not waive SRP requirements or SRP fees in exchange for volunteer work.

1. The use or event begins and ends on nonpublic lands or related waters, traverses less



than a total of 1 mile of public lands or 1 shoreline mile, and poses no threat of significant damage to public land or water resource values (43 CFR 2932.12) (e.g. an outfitter crosses 40 acres of BLM-managed land on an existing trail to access his/her hunting camp on state land).

- (a) Events and activities that occur entirely on county or state roads generally do not require an SRP. When the roads are located on, or adjacent to public lands, however, the BLM may require an SRP when there are potential impacts to public lands, in order to protect public land resources, ensure public health and safety, and avoid conflicts with other public land users. The BLM must require an SRP if the event will involve monitoring, insurance, or bonding or if it will include other permit stipulations.
  - (b) Most rights-of-way (ROWs) issued under Title V of the Federal Land Policy and Management Act are nonexclusive. The BLM may permit any activity not provided for in the ROW grant. The BLM has the authority to permit activities occurring on roads claimed under RS 2477 that have not been adjudicated or issued to another entity through a ROW. Coordination with staff in the Division of Lands, Realty and Cadastral Survey may be necessary to determine the status of a ROW.
2. The use is sponsored or cosponsored by the BLM. The BLM cosponsors an event only when there is a clear benefit to the public lands and related waters managed by the BLM and when there is a direct association to the accomplishment of a management objective consistent with the land use plan. Sponsorship may increase agency liability and, therefore, should not be taken lightly or used as a means to avoid issuing a permit. If a decision is made to sponsor an activity or event, a written agreement must spell out the purpose, terms, and conditions of the sponsorship and the responsibilities of each party (e.g., insurance requirements, health and safety requirements, or environmental stipulations). Examples of activities that may be appropriately cosponsored include service work associated with a National Public Lands Day event, National Trails Day project, or National River Cleanup Week project.
  3. A noncommercial, competitive event complies with land use plan decisions and designations, does not award cash prizes, has no paid public advertising, poses no risk for damage to public land or related water resource values, and requires no management or monitoring. Examples include a fun run held on county roads and crossing BLM-managed lands, where the participants do not leave the road ROW, or an orienteering event in which one scout troop challenges another.
  4. An organized group activity or event is not commercial, has no paid public advertising, poses no appreciable risk for damage to public land or related water resource values, and requires no specific management or monitoring. Examples include a family reunion held in a non-fee BLM recreation site, a free bird watching outing on BLM- managed lands sponsored by the local Audubon Society, or an environmental

education field trip conducted by a public elementary or secondary school. The BLM may choose to issue a letter of agreement to document the determination that the proposed activity does not require a permit. A letter of agreement is not an authorization and is not binding for legal purposes in the same way as an SRP.

### **Authorities for SRP Issuance**

- Federal Land Policy and Management Act of 1976, as amended, P.L. 94-579 (43 U.S.C. 1701 et seq.)
- Land and Water Conservation Fund Act of 1965, as amended, P.L. 88-578 (16 U.S.C. 460 (1-6a) et seq.)
- Wilderness Act of 1964, P.L. 88-577 (16 U.S.C. 1131)
- National Trails Systems Act of 1968, as amended, P.L. 90-543 (16 U.S.C. 1241, et seq.)
- National Wild and Scenic Rivers Act of 1968, P.L. 90-542 (16 U.S.C. 1271-87, et seq.)
- Sikes Act of 1974, P.L. 93-452 (16 U.S.C. 670, et seq.)
- National Environmental Policy Act of 1969, P.L. 91-190 (42 U.S.C. 4321, et seq.)
- Part 516, Departmental Manual, Chapter 6, Appendix 5 — Categorical Exclusion Review
- Title 36 CFR, Subpart 71 — Recreation Fees
- Title 43 CFR, Subpart 2932 — Special Recreation Permits for Commercial Use, Competitive Events, Organized Groups and Recreation Use in Special Area
- Office of Management and Budget Circular A-25 of 1993 Revised
- Federal Lands Recreation Enhancement Act (FLREA), H.R. 4818, Section 8 (c)

### **The Consequences of Operating Without a Permit**

Operating without a required SRP or participating in a non-permitted event or activity that requires an SRP is a Federal Class A criminal misdemeanor punishable by a fine of up to \$100,000 and 12 months incarceration.

## Where to Apply



**Grand Staircase-Escalante National Monument**  
Bureau of Land Management  
190 East Center Street  
Kanab, UT 84741  
(435) 644-4300  
blm\_ut\_gs\_mail@blm.gov

**Kanab Field Office**  
Bureau of Land Management  
669 S. Hwy 89A  
Kanab, UT 84741  
(435) 644-1299  
blm\_ut\_kn\_mail@blm.gov

**Cedar City Field Office**  
Bureau of Land Management  
176 East D.L. Sargent Drive  
Cedar City, UT 84720  
(435) 865-3135  
blm\_ut\_cc\_mail@blm.gov

**Moab Field Office**  
Bureau of Land Management  
82 East Dogwood  
Moab, UT 84532  
(435) 259-2100  
blm\_ut\_mb\_mail@blm.gov

**Fillmore Field Office**  
Bureau of Land Management  
95 East 500 North  
Fillmore, UT 84631  
(435) 743-3100  
blm\_ut\_fm\_mail@blm.gov

**Monticello Field Office**  
Bureau of Land Management  
365 North Main Street  
P.O. Box 7  
Monticello, UT 84535  
(435) 587-1500  
blm\_ut\_mt\_mail@blm.gov

**Price Field Office**  
Bureau of Land Management  
125 South 600 West  
Price, UT 84501  
(435) 636-3600  
blm\_ut\_pr\_mail@blm.gov

**Richfield Field Office**  
Bureau of Land Management  
150 East 900 North  
Richfield, UT 84701  
(435) 896-1500  
blm\_ut\_rf\_mail@blm.gov

**Salt Lake Field Office**  
Bureau of Land Management  
2370 South Decker Lake Blvd.  
Salt Lake City, UT 84119  
(801) 977-4300  
blm\_ut\_sl\_mail@blm.gov

**St. George Field Office**  
Bureau of Land Management  
345 East Riverside Drive  
St. George, UT 84790  
(435) 688-3200  
blm\_ut\_st\_george\_mail@blm.gov

**Vernal Field Office**  
Bureau of Land Management  
170 South 500 East  
Vernal, UT 84078  
(435) 781-4400  
blm\_ut\_vn\_mail@blm.gov

## CHAPTER 2 – COMMERCIAL SRPs

### The Role of a Commercial Permittee

Operating a commercial recreation business on public land is a serious undertaking. In addition to items required by the BLM, other certifications, licenses, and education must be in place to conduct business (for example, food handling permits, workers compensation insurance, and business licenses). As a permittee, you hold a great level of responsibility for your clients as well as for the resources your business relies upon. Your performance directly affects the safety of the visiting public and the integrity of the natural environment. It is important to remember that being a permitted outfitter is a privilege, not a right.

### When to Apply

Permit applications must be submitted a minimum of 180 days in advance of the proposed activity. This enables the BLM to conduct environmental analyses and meet other legal requirements.

#### *Step-by-Step Progression of the Permitting Process*

#### **To Apply for a Commercial SRP:**

- Step 1.** Contact the appropriate field office to conduct a pre-application conference.
- Step 2.** Complete and sign [Special Recreation Permit Application Form, 2930-1](https://www.blm.gov/sites/blm.gov/files/2930-001_2.pdf) ([https://www.blm.gov/sites/blm.gov/files/2930-001\\_2.pdf](https://www.blm.gov/sites/blm.gov/files/2930-001_2.pdf), see Appendix B, Sample of Completed Form 2930-1).
- Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.
- Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, routes used, etc.
- Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.
- Step 6.** Permit administrator will contact you if more information is required to process your application.

#### **If/When Your Permit is Approved:**

- Step 1.** Submit a valid insurance policy identifying the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured (see page 13 for minimum acceptable liability insurance coverage).
  - Step 2.** Submit a pre-payment of required use fees (see page 14 for information on use fees).
  - Step 3.** Submit current copies of necessary first aid/CPR certification for all guides accompanying guests on public lands.
- Note:* The BLM may also require that you submit additional information to supplement the above.

**Once Your Activity is Completed:**

**Step 1.** Submit a post-use report to the permit administrator (see Appendix E, Sample of Completed Post-Use Report Form).

**Step 2.** You will be billed for the amount of use calculated from your post-use report.

**Insurance Requirements**

All permittees are required to obtain an insurance policy for their permitted operations with the minimum liability amounts shown below. The policy must list the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before cancellation of the policy.

*Liability Insurance Minimum Requirements by Level of Risk*

<b>SRP Event or Activity</b>	<b>Per Occurrence</b>	<b>Per Annual Aggregate</b>
<b>Low Risk:</b> general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials	\$300,000	\$600,000
<b>Moderate Risk:</b> whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), commercial hunting, or rodeos	\$500,000	\$1,000,000
<b>High Risk:</b> bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aerial or aviation-assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000



*Fees Established under the BLM Director's Special Recreation Permit Authority*

<b>Minimum annual fee is the greater of \$110 (adjusted every 3 years) or the following:</b>	
<b>Commercial (including vending)</b>	3 percent of adjusted gross receipts, plus any applicable assigned site fee and/or exclusive use fee, plus any applicable Special Area fee, plus cost recovery, including application fees.
<b>Competitive</b>	\$6/participant/day, plus any applicable exclusive use fee, plus any applicable Special Area fee, plus any applicable application fees. If cost recovery applies, the BLM charges the greater of the SRP fees or cost recovery.
<b>Commercial and Competitive</b>	The greater of the commercial fee or the competitive SRP fee, plus any applicable assigned site fee and/or exclusive use fee, application fees, and Special Area fee. If cost recovery applies, the BLM charges cost recovery plus the SRP fees.
<b>Organized Group</b>	\$6/person/day, plus any applicable exclusive use fee, plus any applicable Special Area fee, plus any applicable application fees. If cost recovery applies, the BLM charges the greater of the SRP fees or cost recovery.
<b>Assigned Site Fee (commercial only)</b>	\$220/site/year
<b>Cost Recovery</b>	Full cost recovery is required if the permit involves more than 50 hours of staff time.
<b>Modification Authority</b>	Only the BLM Director may modify or vary the method of computation of these fees.

**Fees**

Use fees are collected based on 3% of gross receipts as submitted in the post use report. Gross receipts include total income which has been generated from the permitted activity before deducting costs such as insurance, prizes, other permit or license fees, etc. Gross receipts also include total supplemental money collected through sponsor contributions, other donations, the sale of clothing, insignia, specialized equipment, or food and beverage when sold incidental to the permitted activity.

**Pre-Payment of Use Fees**

Fee estimates are based on either the amount of fees paid the previous year or an annual revenue estimate agreed to by both the permittee and the BLM before any use occurs. When revenues are uncertain, e.g. for the first year of a new operation, the minimum fee or an estimate agreed to by both parties is appropriate.

**Deductions and Discounts**

Deductions from gross receipts are allowed for actual transportation and lodging costs incurred before a guest's arrival at the beginning of a trip and after departure at the end of a trip. Costs incurred between the permittee's headquarters or local community and the public lands, or costs incurred during the permitted activity or trip, regardless of public or private land status, cannot be deducted. A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

## **Post-Use Fees**

Upon receipt of your post-use report, the permit administrator will calculate the amount due and bill you accordingly.

## **Cost Recovery**

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

## **Use Stipulations**

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

## **Modification to Existing SRPs**

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

## **Post-Use Reports**

The permittee must submit a post-use report (see Appendix E, Sample of Completed Post-Use Report Form) thirty days after the last use of the permit in a calendar year, or as agreed upon with the field office administering the permit.

## **Evaluation Standards**

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

## **Renewal of Commercial SRPs**

Multi-year permits are subject to annual operating authorizations. Expiring commercial permits may be renewed.

# CHAPTER 3 – ORGANIZED GROUP ACTIVITY AND EVENT SRPs

## **The Role of an Organized Group Permittee**

Organizing and conducting a group event on public land is a serious undertaking. In addition to items required by the BLM, other certifications, licenses, and education must be in place to conduct operations (for example: food handling permits and temporary mass gathering permits). As a permittee, you hold a great level of responsibility for your group as well as for the resources your event relies upon. Your performance directly affects the safety of others and the integrity of the natural environment. It is important to remember that being a permittee is a privilege, not a right.

## **When to Apply**

Some field offices have special requirements for submitting [an application](#) for an organized event. Check with the appropriate field office at the earliest possible date in advance of the proposed activity. This enables BLM to conduct environmental analyses and meet other legal requirements.

### *Step-by-Step Progression of the Permitting Process*

#### **To Apply:**

**Step 1.** Contact the appropriate field office to conduct a pre-application conference.

**Step 2.** Complete and sign [Special Recreation Permit Application Form, 2930-1](https://www.blm.gov/sites/blm.gov/files/2930-001_2.pdf) ([https://www.blm.gov/sites/blm.gov/files/2930-001\\_2.pdf](https://www.blm.gov/sites/blm.gov/files/2930-001_2.pdf), see Appendix B, Sample of Completed Form 2930-1).

**Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.

**Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, routes used, etc.

**Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.

**Step 6.** Permit administrator will contact you if more information is required to process your application

#### **If/When Your Permit is Approved:**

**Step 1.** Submit a valid insurance policy identifying the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured(see page 17 for minimum acceptable liability insurance coverage).

**Step 2.** Submit a pre-payment of required use fees (see page 17 for information on use fees).

**Step 3.** If identified during the pre-application conference, submit current copies of necessary first aid/CPR certification, safety plans, etc.

*Note:* The BLM may also require that you submit additional information to supplement the above.

#### **Once Your Activity is Completed:**

**Step 1.** Submit a post-use report to the permit administrator (see Appendix E, Sample of Completed Post-Use Report Form).

**Step 2.** You will be billed for the amount of use calculated from your post-use report.

## **Insurance Requirements**

A liability insurance policy may be required, depending on the kind of activity and the risk to the government. See the table below for minimum liability amounts. The policy must list the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before cancellation of the policy.

*Liability Insurance Minimum Requirements by Level of Risk*

<b>SRP Event or Activity</b>	<b>Per Occurrence</b>	<b>Per Annual Aggregate</b>
<b>Low Risk:</b> general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials	\$300,000	\$600,000
<b>Moderate Risk:</b> whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), commercial hunting, or rodeos	\$500,000	\$1,000,000
<b>High Risk:</b> bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aerial or aviation-assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000

## **Fees**

Use fees for organized group and event use are currently charged at the rate of \$6 per person per day or the \$110 minimum fee, whichever is greater. All SRP fees are due in advance.

## **Discounts**

A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

## **Cost Recovery**

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

## **Use Stipulations**

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

## **Modification to Existing SRPs**

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

## **Post-Use Reports**

The permittee must submit a post-use report (see Appendix E, Sample of Completed Post-Use Report Form) thirty days after completion of the event.

## **Evaluation Standards**

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

## **Multi-Year Permits**

Multi-year permits can be issued and are subject to annual operating authorizations.



## CHAPTER 4 – COMPETITIVE USE SRPs

### **The Role of a Competitive Event Organizer**

Organizing and conducting a competitive event on public land is a serious undertaking. All events must serve the public interest. As a permittee, you hold a great level of responsibility for your group as well as for the resources your event relies upon. Your performance directly affects the safety of others and the integrity of the natural environment. It is important to remember that being a permittee is a privilege, not a right.

### **When to Apply**

Some field offices have special requirements for submitting [an application](#) for an organized event. Check with the appropriate field office at the earliest possible date in advance of the proposed activity. This enables BLM to conduct environmental analyses and meet other legal requirements.

#### *Step-by-Step Progression of the Permitting Process*

#### **To Apply:**

- Step 1.** Contact the appropriate field office to conduct a pre-application conference.
- Step 2.** Complete and sign [Special Recreation Permit Application Form](#), 2930-1 ([https://www.blm.gov/sites/blm.gov/files/2930-001\\_2.pdf](https://www.blm.gov/sites/blm.gov/files/2930-001_2.pdf), see Appendix B, Sample of Completed Form 2930-1).
- Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.
- Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, location of spectators, routes used, etc.
- Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.
- Step 6.** Permit administrator will contact you if more information is required to process your application.

#### **If/When Your Permit is Approved:**

- Step 1.** Submit a valid insurance policy identifying the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured (see page 20 for minimum acceptable liability insurance coverage).
- Step 2.** Submit a pre-payment of required use fees (see page 20 for information on use fees).
- Step 3.** Submit current copies of necessary first aid/CPR certification for all guides accompanying guests on public lands.

*Note:* The BLM may also require that you submit additional information to supplement the above.

#### **Once Your Activity is Completed:**

- Step 1.** Submit a post-use report to the permit administrator (see Appendix E, Sample of Completed Post-Use Report Form).
- Step 2.** You will be billed for the amount of use calculated from your post-use report.

## **Insurance Requirements**

All permittees are required to obtain an insurance policy for their permitted operations with the minimum liability amounts shown below. The policy must list the U.S. Department of the Interior, Bureau of Land Management, or USDI-BLM as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before canceling or modifying the policy.

### *Liability Insurance Minimum Requirements by Level of Risk*

<b>SRP Event or Activity</b>	<b>Per Occurrence</b>	<b>Per Annual Aggregate</b>
<b>Low Risk:</b> general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials	\$300,000	\$600,000
<b>Moderate Risk:</b> whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), commercial hunting, or rodeos	\$500,000	\$1,000,000
<b>High Risk:</b> bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aerial or aviation-assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000

## **Fees**

Fees are charged on a \$6 per user day basis for participants; as 3% of gross receipts; or the minimum \$110 fee, whichever is greatest. All SRP fees are due in advance.

## **Discounts**

A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

## **Cost Recovery**

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

## **Use Stipulations**

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

## **Modification to Existing SRPs**

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

## **Post-Use Reports**

The permittee must submit a post-use report (see Appendix E, Sample of Completed Post-Use Report Form) thirty days after the last use of the permit in a calendar year, or as agreed upon with the field office administering the permit.

## **Evaluation Standards**

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

## CHAPTER 5 – OTHER SRPs

### **Vending**

In most cases, vending is associated with events. Vendor permits are temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity. Vendor permits do not authorize permanent structures, and do not grant preferential rights for renewal or any possessory interest in real property on the public lands or related waters. The BLM will place stipulations on the SRP to provide for the health and safety of visitors and protection of natural resources.

Vendors may apply to vend at recreation attraction sites not in conjunction with an event. However, the vending must directly support or enhance the recreation experience and be appropriate for the area. Examples might be shuttle services, firewood sales, etc. Sales of food, souvenirs, clothing, and convenience items are usually not appropriate since they are not necessary for most outdoor recreation experiences.

A vending SRP is a commercial SRP. *Please see Chapter 2 for more information.*

### **Special Area Permits**

Special Areas are areas officially designated by statute or Secretarial Order or any area where the BLM determines that the resources require special management and control measures for their protection and a permit system for individual use would achieve management objectives. The following Special Areas are found in Utah: Cedar Mesa, Desolation Canyon, Westwater Canyon, Labyrinth Canyon, San Juan River, Little Sahara Recreation Area, and Knolls OHV Area. Fees charged in a Special Area apply to all users of the area, including guests of commercial permittees.

# Appendix A: SRP Application Form 2930-1



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**SPECIAL RECREATION PERMIT APPLICATION**  
(43 U.S.C. 1201; 43 U.S.C. 1701; 16 U.S.C. 6802; and 43 CFR 2930)

FORM APPROVED  
OMB NO. 1004-0119  
Expires: January 31, 2020  
Permit No. \_\_\_\_\_

Instructions: Complete and return to appropriate BLM Office. (Use additional sheets, as necessary.) **Type or Print Plainly in Ink**

1.  New Application  Permit Renewal 2. Name of Business or Organization

3. First Name Last Name Middle Initial

4. Address 5. Phone No. (include area code) \_\_\_\_\_  
6. FAX No. (include area code) \_\_\_\_\_

7. Email Address 8. Website

9. Applicant is:  Individual  Corporation  Government Agency  
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit:

\_\_\_\_\_

11. Application is for (check all that apply):  Commercial  Competitive Event  Organized Group  Vending  
(Definitions of these permit types are provided on page 3 of this form.)

12. To use the following public lands/related waters (provide name, legal description and/or attach map or GIS data file as required by BLM):

\_\_\_\_\_

13. For the following purpose (attach a complete Operations Plan as required by the issuing BLM Office):

\_\_\_\_\_

14. Dates of proposed use  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Check if applying for a multiple year permit, subject to annual authorization. Other schedule: \_\_\_\_\_

15. Do you have a permit with BLM/USFS/NPS?  Yes  No 15a. Have you had a permit previously?  Yes  No  
15b. Have you ever been denied or had a permit revoked?  Yes  No 15c. Have you forfeited a bond or other security?  Yes  No  
15d. Do you have any unresolved, criminal, civil or administrative actions related to a permit or the activities you plan to conduct under this permit?  Yes  No 15e. Have you been convicted, or paid a fine, or forfeited a bond, for violations regarding natural resources, cultural resources or any activity related to your proposal?  Yes  No

If the answers to any of the above questions are, "Yes:" Provide a detailed explanation on a separate piece of paper.

16. Certification of Information: I CERTIFY the information in this application and supporting documents is true, complete, and correct to the best of my knowledge and belief and is given in good faith.

I acknowledge that I (we) am (are) required to comply with any conditions or stipulations required by the BLM, including but not limited to the General Terms listed on page 2 of this form.

\_\_\_\_\_  
(Signature of Applicant) (Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

# Appendix B: Sample of Completed SRP Application Form 2930-1

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**SPECIAL RECREATION PERMIT APPLICATION**  
(43 U.S.C. 1201; 43 U.S.C. 1701; 16 U.S.C. 6802; and 43 CFR 2930)

FORM APPROVED  
OMB NO. 1004-0119  
Expires: January 31, 2020  
Permit No.

Instructions: Complete and return to appropriate BLM Office. (Use additional sheets, as necessary.) **Type or Print Plainly in Ink**

1.  New Application  Permit Renewal  
2. Name of Business or Organization **XYZOUTFITTERS, INC.**

3. First Name **JOE** Last Name **ANYONE** Middle Initial

4. Address **123 MAIN ST  
ANYWHERE, UT 20000**  
5. Phone No. (include area code) **(123) 456-7890**  
6. FAX No. (include area code) **(123) 456-7891**

7. Email Address **XYZOUTFITTERS@GMAIL.COM**  
8. Website **WWW.XYZOUTFITTERS.COM**

9. Applicant is:  Individual  Corporation  Government Agency  
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit:  
**JOE ANYONE (123) 456-7890 AND JANE ANYONE (123) 456-7892**

11. Application is for (check all that apply):  Commercial  Competitive Event  Organized Group  Vending  
(Definitions of these permit types are provided on page 3 of this form.)

12. To use the following public lands/related waters (provide name, legal description and/or attach map or GIS data file as required by BLM):  
**FISHER TOWERS HIKING TRAIL, PORCUPINE RIM MTN BIKE ROUTEM AND HELLS REVENGE 4WD ROUTE (SEE ATTACHEMENT FOR DETAILS)**

13. For the following purpose (attach a complete Operations Plan as required by the issuing BLM Office):  
**GUIDED HIKING, MTN BIKING, AND JEEP TOURS AT FISHER TOWERS, PORCUPINE RIM, AND HELLS REVENGE. (SEE ATTACHED OPERATING PLAN FOR DETAILS)**

14. Dates of proposed use  
Beginning Date: **01/01/2018** Ending Date: **12/31/2018**

Check if applying for a multiple year permit, subject to annual authorization. Other schedule:

15. Do you have a permit with BLM/USFS/NPS?  Yes  No  
15a. Have you had a permit previously?  Yes  No  
15b. Have you ever been denied or had a permit revoked?  Yes  No  
15c. Have you forfeited a bond or other security?  Yes  No  
15d. Do you have any unresolved, criminal, civil or administrative actions related to a permit or the activities you plan to conduct under this permit?  Yes  No  
15e. Have you been convicted, or paid a fine, or forfeited a bond, for violations regarding natural resources, cultural resources or any activity related to your proposal?  Yes  No

If the answers to any of the above questions are, "Yes:" Provide a detailed explanation on a separate piece of paper.

16. Certification of Information: I CERTIFY the information in this application and supporting documents is true, complete, and correct to the best of my knowledge and belief and is given in good faith.

I acknowledge that I (we) am (are) required to comply with any conditions or stipulations required by the BLM, including but not limited to the General Terms listed on page 2 of this form.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

## GENERAL TERMS

- a. The permittee shall comply with all Federal, State, and local laws; ordinances; regulations; orders; postings; or written requirements applicable to the area or operations covered by the Special Recreation Permit (SRP). The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, and spectators under the permittee's supervision.
- b. An SRP authorizes special uses of the public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including modification of the amount of use. The authorized officer may suspend or terminate an SRP if necessary to protect public resources, health, safety, the environment, or because of non-compliance with permit stipulations. Actions by the BLM to suspend or terminate an SRP are appealable.
- c. No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit privileges are not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price, or compensation. The use of a permit as collateral is not recognized by the BLM.
- d. Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the federal land by other users. The United States reserves the right to use any part of the area for any purpose.
- e. The permittee or permittee's representative may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary to supplement a permittee's operations. Such contracting should not constitute more than half the required equipment or services for any one trip or activity and the permittee must retain operational control of the permitted activity. If equipment or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.
- f. All advertising and representations made to the public and the authorized officer must be accurate. Although the addresses and telephone numbers of the BLM may be included in advertising materials, official agency symbols may not be used. The permittee shall not use advertising that attempts to portray or represent the activities as being conducted by the BLM. The permittee may not portray or represent the permit fee as a special federal user's tax. The permittee must furnish the authorized officer with any current brochure and price list if requested by the authorized officer.
- g. The permittee assumes responsibility for inspecting the permitted area for any existing or new hazardous conditions, e.g., trail and route conditions, landslides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous flora/fauna, abandoned mines, or other hazards that present risks for which the permittee assumes responsibility.
- h. In the event of default on any mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP.
- i. The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- j. The permittee must present or display a copy of the SRP to an authorized officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on equipment used during the period of authorized use.
- k. The authorized officer, or other duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee or the permittee's operator, employee, or agent for up to three years after expiration of the permit.
- l. The permittee must submit a post-use report to the authorized officer according to the due dates shown on the permit. If the post-use report is not received by the established deadline, the permit will be suspended and/or late fees assessed.
- m. The permittee shall notify the authorized officer of any incident that occurs while involved in activities authorized by this permit, which result in death, personal injury requiring hospitalization or emergency evacuation, or in property damage greater than \$2,500 (lesser amounts if established by State law). Reports should be submitted within 24 hours.

## DEFINITIONS

**Commercial use** is defined as recreational use of the public lands and related waters for business or financial gain. The activity, service, or use is commercial if any person, group or organization makes or attempts to make a profit, receive money, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands led, sponsored, or organized by that person, group, or organization. An activity, service, or use is commercial if anyone collects a fee or receives other compensation that is not strictly a sharing of, or exceeds, actual expenses incurred for the purposes of the activity, service or use. Commercial use is also characterized by situations where there is paid public advertising to seek participants or participants pay for a duty of care or an expectation of safety. Profit-making organizations and organizations seeking to make a profit are automatically classified as commercial, even if that part of their activity covered by the permit is not profit-making or the business as a whole is not profitable. Use of the public lands by scientific, educational, and therapeutic institutions or non-profit organizations is commercial and subject to a permit requirement when it meets any of the threshold criteria above. The non-profit status of any group or organization does not alone determine that an event or activity arranged by such a group or organization is noncommercial.

**Financial Gain** occurs when an individual or entity receives or attempts to receive money, donations, gratuities, or gifts, amortizes equipment, or barter for goods or services.

**Competitive Use** means any organized, sanctioned, or structured use, event, or activity on public land in which two or more contestants compete and any of the following elements apply: (1) Participants register, enter, or complete an application for the event; or (2) A predetermined course or area is designated. It also means one or more individuals contesting an established record such as speed or endurance.

**Organized Group Activity or Event** means a structured, ordered, consolidated, or scheduled event on, or occupation of, public lands for the purpose of recreational use that is not commercial or competitive, and which the BLM has determined needs a special recreation permit based on planning decisions, resource concerns, potential user conflicts, or public health and safety.

**Vending** means selling or renting recreation related goods or services such as firewood, equipment repair, shuttles, rentals, etc. on the public lands or related waters.

## NOTICES

**The Privacy Act** and 43 CFR 2.48(d) require that you be furnished the following information in connection with the information requested by this form.

**AUTHORITY:** 43 U.S.C. 1201; 43 CFR Group 2930

**PRINCIPAL PURPOSE:** The BLM will use your information to determine whether or not to issue you a Special Recreation Permit. The BLM will use some of the information to determine your qualifications for the permit and other information to determine the merits of your proposal.

**ROUTINE USES:** The BLM will disclose the information in accordance with the regulations at 43 CFR 2.56(d).

**EFFECT OF NOT PROVIDING INFORMATION:** Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in the BLM rejecting your application.

**The Paperwork Reduction Act requires us to inform you that:**

The BLM will use the information to determine whether or not to issue you a Special Recreation Permit. Response to this request is required to obtain the benefit of receiving a Special Recreation Permit.

You do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a valid OMB control number.

## BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 30 minutes per response and 3 hours and 30 minutes for accompanying information. You may submit comments regarding the burden estimate or any other aspect of this form to:

U.S. Department of the Interior, Bureau of Land Management, 1849 C Street, NW, Room 2134LM, Attention: Bureau Information Collection Clearance Officer (WO-630), Washington, D.C. 20240.



# Appendix C: Utah Statewide SRP Stipulations

**UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

**COMMERCIAL  
SPECIAL RECREATION PERMIT STIPULATIONS**

---

**Special Recreation Permit Details**

Name of Company:  
Special Recreation Permit Number:  
Pre-trip Itineraries Required?  
Deductions or Discounts Applicable:

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In addition to the General Terms listed on page two of Form 2930-2, this permit is subject to the following additional stipulations:

**BLM Utah Terms and Stipulations**

**A. General**

(1) Permits issued for more than one year are subject to annual validation. To secure validation the permit holder must:

- (a) have performed satisfactorily under the terms and conditions of this permit and be in conformance with applicable Federal, State, and local laws, ordinances, regulations, orders, postings, and written requirements applicable to the area and operation covered by the permit,
- (b) ensure that all persons operating under the permit have obtained all required Federal, State, and local licenses or registrations,
- (c) have on file, with the office issuing the permit, current insurance that meets or exceeds the BLM's minimum insurance requirements for the event or activity and identifies the United States Department of the Interior – Bureau of Land Management as additional insured, and
- (d) have no outstanding, past due, or unpaid billing notices.

(2) Permittees may not leave unattended personal property on public lands administered by the Bureau of Land Management for a period of more than 48 hours without written permission of the authorized officer, with the exception that vehicles may be parked in designated parking areas for up to 14 consecutive days. Unattended personal property is subject to disposition under the Federal Property and Administrative Services Act of 1949 as amended.

(3) The permit only authorizes the use for the activity, the time(s) and in the area(s) specifically described in the approved area(s) of operation section of this permit (page one of Form 2930-2) or on the list of authorized routes or maps attached to the SRP.

(4) The permittee must maintain on file with the BLM a current and correct list of employees who will be conducting services for the company on public land. Persons providing services under this permit must be an employee of the permittee.

(5) Placement of caches of supplies and food or equipment for future activities is not allowed without written permission of the authorized officer.

(6) The permittee and any persons providing services under this permit must present or display a copy of the Special Recreation Permit (Form 2930-2) to an authorized officers-representative, or law enforcement personnel upon request to determine the validity of the permit, ascertain if the group has a copy of the permit and are operating within authorization (locations and activities), check all required equipment, and to orient trip participants about the use of public lands and safety.

(7) The permittee shall post a copy of the Special Recreation Permit (Form 2930-2) and these special stipulations in prominent view where all participants and public may view them (e.g., at the start of an event, staging area, in a commercial outfitters office or on their website, etc.).

(8) If the permittee wishes to sell or otherwise terminate his or her business and desires that permit privileges be transferred to a new owner, the permittee shall notify the authorized officer in advance, in writing, and receive advance written approval for the permit transfer. Additionally, the permittee shall advise the authorized officer in advance of any action that would result in a change in ownership or controlling business interest.

(9) When a non-permitted company/group (e.g., booking agent, advertiser) is working with a commercially permitted company to provide a service on public lands, the advertising must reflect this partnership. For example, Company Y is not permitted but they work with Company X who is permitted. Company Y must include 'working in conjunction with Company X, a commercially permitted outfitter on all advertisements.

## **B. Financial**

(1) All fees associated with commercial use are established by the BLM Director, updated every three years based on the Implicit Price Deflator Index, and published in the Federal Register. Commercial use fees are based on a percentage (3% as of March, 2014) of the adjusted gross revenue derived from use authorized under the Special Recreation Permit. The permittee will pay at least the minimum annual fee (\$105.00 as of March, 2014), plus any commercial use fees due in excess of the minimum fee. Additionally, if more than 50 hours of BLM staff time is required for processing the permit, cost recovery of direct expenses related to the permit will be charged. If the 50-hour cost recovery threshold is anticipated to be exceeded, then recovery of costs begins with the first hour.

(2) When Special Area fees are applicable, commercial operators must collect the fees from their guests, spectators, or participants, and list the Special Area fee as a separate item assessed by BLM on trip invoices. At the end of each use season, the permittee must include a trip by trip accounting of the number of guests using the Special Areas in their year-end post use report.

(3) A minimum annual fee or prepayment of estimated use fees is due prior to use occurring. This amount is based on either the amount of fees paid the previous year or an annual revenue estimate agreed to by both the permittee and the authorized officer. For commercial use, periodic payments are allowed if the prepayment amount due exceeds \$1,000.00. At least 25% of the total amount due must be paid prior to use.

(4) The permittee must submit a post use report (see Appendix A) thirty days after the last use of the permit in a calendar year, or as agreed upon with the field office administering the permit. Alternative reporting arrangements may be established by written agreement with the authorized officer. An extension of this due date may be approved by the issuing office on a case-by-case basis. The report must contain a trip-by-trip log of: trip location, beginning and ending dates of each trip, number of clients, number of guides, and gross receipts for the trip. In reporting gross receipts, the outfitter will report all payments made by the customer including, but not limited to, activity-related equipment rental, gratuities, donations, and gifts, with the only exceptions being state and local sales tax and retail sales of durable goods that remain the property of the customer and have utility after the activity. The request for deductions based on pre- and post- trip transportation and lodging expenses and percentage of time on public land, if being claimed, must also be submitted at this time. Requests for transportation and lodging deductions must be accompanied by copies of supporting receipts documenting proof of payment.

(5) The permittee must submit a post use report to the authorized officer for every year the permit is in effect. If the post use report is not received by the established deadline, the following late fee schedule, set by the Utah BLM Director, will be initiated:

- More than 15 calendar days but less than 30 calendar days after the due date: \$125
- More than 30 calendar days after the due date, but less than 45 calendar days: \$250

Post use reports submitted more than 45 calendar days after the due date may result in criminal, civil, and/or administrative action to protect the interest of the United States.

(6) The permittee must maintain the following internal accounting records pertaining to the permit for a minimum of three years after the expiration of the permit:

(a) W-2 records or a similar record of employment for all employees conducting activities under the permit,

(b) a record of all financial relationships with booking agents or advertisers,

(c) a record of all receipts or compensation including payments, gratuities, donations, gifts, bartering, etc., received from any source during activities conducted under the permit, and

(d) a record of all payments made by the permittee and claimed as a deduction in the permittee's fee submission.

(e) a complete and reconcilable accounting system that includes the following items:

1) customer cash receipt deposit ledger or statements. These include the deposit transactions with continuous sum totals.

(2) bank statements/ledgers, or the deposit slip ledger receipts

### C. Insurance

(1) Self-insured, Federal, and State Government agencies are not required to list the United States Department of the Interior – Bureau of Land Management as an additional insured. In lieu of insurance, a written statement is required from the comptroller or risk manager that the SRP activity is in fact agency sponsored and the agency accepts liability. If a state or state subdivision, or quasi-governmental agency is not self-insured, all insurance requirements apply.

(2) At a minimum, the permittee shall have in force a property damage, personal injury, and comprehensive public liability insurance policy that meets or exceeds the BLM's minimum insurance requirements for the event or activity.

#### General Guidelines for Minimum Insurance Requirements

SRP Event or Activity	Per Occurrence	Per Annual Aggregate
Low Risk: general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials.	\$300,000	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing, aerial or aerial delivery	\$1,000,000	\$2,000,000 - \$10,000,000

(3) The policy shall state that the insurance company shall have no right of subrogation against the United States of America.

(4) Such insurance must name the United States Department of the Interior – Bureau of Land Management as an additional insured and provide for specific coverage of the permittee's contractually assumed obligation to indemnify the United States.

(5) The permit is not valid unless the permittee maintains a current authenticated certificate of the required insurance on file with the office issuing the permit. The insurance need only be valid during periods of actual use (which may include a set-up and break-down period).

(6) The permittee shall indemnify and hold harmless the United States against any responsibility or liability for damage, death, injury, or loss to persons and property which may occur during the permitted use period or as a result of such use.

(7) The name of the insured on the insurance policy must be the same as the name on the permit. Those permittees holding insurance policies which only insure the permittee and not the permittee's employees must ensure that their employees also have the required insurance in effect, and that a certificate of insurance is furnished to the authorized officer.

#### **D. Marking of Outfitter Vehicles**

Every street-legal motor vehicle used to transport clients or equipment shall be marked with at least one sign, decal, or placard on each side of the vehicle. The sign shall at a minimum include the company name and must be readable from a distance of 50 feet.

#### **E. Pre-Trip Itinerary**

If required, the permittee will file a notice of intent in writing with the BLM prior to each trip. The notice of intent must specify the intended dates of the trip, number of clients, number of guides, name of the lead guide and area to be visited, including the location of camps. See Special Recreation Permit Details on page one of this document for itinerary requirements for this permit.

#### **F. Environmental and Resource Protection**

All activities must conform to *Leave No Trace* principles.

(1) For all activities and at all base camps with locations served/supported by a motorized vehicle, the permittee must have a toilet system that allows for the proper carry-out and disposal of solid human body waste in a responsible and lawful manner that is adequate for the size of the group and length of the trip. Toilets must be accessible for use by passengers and crew at all sites where a company motorized vehicle is present, except in developed locations where public restrooms are provided. In locations remote from a permittee's vehicle, solid human waste must be cat holed in a sunny location in bare soil or carried out (unless otherwise stipulated). Toilet paper must be carried out and not buried or burned.

(2) Cans, rubbish, and other trash shall not be discarded, buried, or dumped on public lands or related waters. Wet garbage such as egg shells, orange peels, leftover solid food, bones, melon rinds, etc., must be carried out. Trash cleanup at campsites and day use areas will include all litter or discarded items including small items such as bottle caps, cigarette butts and micro-trash.

(3) Washing or bathing with soap is not permitted in tributary streams, springs or other natural water sources. Dishwater must be strained prior to dispersal (scattering). Dishwater and bathwater may not be dispersed within 100 feet of streams, springs, or other natural water sources.

(4) The permittee will be responsible to ensure that historical, archaeological, cultural, or ecological values are not damaged, destroyed, or removed by any participants during authorized activities.

(5) The permittee must conduct operations authorized by the permit in accordance with applicable BLM management plans and the permittee's own operating plan submitted to the BLM in support of this permit.

(6) The number of participants on any trip, including guides, may not exceed the number specified in the permittee's operating plan and approved permit. The exception to this requirement is over-the-road bus tours using state and Federal highway and class B county roads.

(7) No camping is permitted within 300 feet of a known prehistoric or historic site.

(8) No camping is permitted within 300 feet of a water source other than perennial streams unless prior written permission is received from the authorizing officer.

## **G. Fires**

This permit does not waive any applicable fire restrictions and orders that may affect the use of camp fires, charcoal or cooking fires. The following stipulations apply unless specifically waived by written permission of the authorized officer:

(1) At sites accessed by the permittee's motor vehicle(s), the permittee must provide its own fuel wood.

(2) At sites accessed by the permittee's motor vehicle(s), the permittee must use a fire pan to contain the fires, ash, and charcoal. Charcoal and ash from the fire pan must be hauled out.

(3) Gathering wood from standing trees, live or dead, is prohibited.

(4) Use of dead and down wood is permitted only at backcountry sites not accessed by the permittee's motor vehicle(s). In such cases, if a fire pan is not used, burn all wood to ash and naturalize the area before leaving.

(5) Scatter fuel wood piles and rock lined fire rings before leaving the site.

## **H. Informed Risk**

(1) The permittee shall inform clients of the inherent risks involved with the activity.

(2) The permittee shall review potential safety concerns, contingency plans and potential consequences with its clients prior to operations.

(3) The permittee shall utilize the appropriate and proper equipment and gear for the activity.

(4) The permittee shall ensure that all persons operating under the authorization are made aware of the physical safety hazards associated with abandoned mine openings and the potential for encountering abandoned mines within the permitted area. The permittee must present or display a copy of the attached *Utah Abandoned Mine Safety: Stay Out and Stay Alive!* brochure in prominent view where all participants and public may view it. To obtain additional copies of the brochure, contact your local BLM office.

## **I. Safety and Equipment**



(1) The permittee will ensure that activities are conducted in compliance with all laws and regulations relating to vehicle operations, land use restrictions, food handling, and any other applicable regulations.

(2) Every person serving as a guide on public land must at a minimum be trained and currently certified in Basic First Aid and Cardio-pulmonary Resuscitation (CPR). Each guide must have legible copies of certification cards in his/her possession while operating under a BLM Special Recreation Permit in Utah. In addition, certification cards must be filed at the permittee's headquarters and available for BLM review if requested.

(3) The following equipment must be carried on all commercial trips:

(a) A first aid kit adequate to accommodate each activity, group, or subgroup will be carried on all trips.

(b) Adequate repair kits and spare supplies appropriate for the trip and activity.

(4) The following procedures must be followed during all commercial activities:

(a) Unless specifically authorized in the permit, discharge of firearms is allowed only for legal pursuit of game animals by a licensed hunter.

(b) Use of explosives and fireworks is prohibited.

#### **SUPPLEMENTAL STIPULATIONS FOR RIVER OUTFITTERS**

(1) Every trip must be in compliance with Utah State Parks and Recreation Boating Laws and Carrying Passengers for Hire Program regulations.

(2) For inflatable boats, an air pump or pumps adequate to inflate all boats after repairs must be carried on each trip.

(3) The permittee must have a washable, leak-proof, reusable toilet system that allows for the carry-out and disposal of solid human body waste in a responsible and lawful manner. The system must be adequate for the size of the group and length of the trip. Toilets must be easily accessible for use by passengers and crew at all sites except in developed locations where public restrooms are provided. Leaving solid human body waste on Public Land or dumping it into vault toilets or trash receptacles at BLM facilities is prohibited.

#### **SUPPLEMENTAL STIPULATIONS FOR GUIDING HUNTERS**

(1) The permittee must ensure the hunt is conducted in full compliance with State of Utah and Federal wildlife laws and regulations and the rules of fair chase.

#### **SUPPLEMENTAL STIPULATIONS FOR OUTFITTERS USING RIDING OR PACKSTOCK**

(1) Livestock use must be specifically provided for in the permit and operating plan.

(2) All riding and pack animals must be fed certified weed-free feed for 48 hours in advance of and for the duration of the trip on public lands.

(3) Riding and pack animals may not be tied for more than one hour to live trees.

- (4) Livestock shall not be tied, hobbled, or picketed for more than one hour within 300 feet of a natural water source other than perennial streams.
- (5) Permittees may not clean out stock trucks or trailers onto public land.
- (6) All animals will be under control en route and in camp to protect wildlife, other livestock, and range forage.
- (7) Corrals located on public lands may not be available for public or permittee use. Prior written permission from the authorized officer is required for the use of such corrals.
- (8) Lost or dead animals shall be reported within 48 hours of end of trip. An appropriate response will be determined by the Authorized Officer.

### **SUPPLEMENTAL STIPULATIONS FOR PERMITTEES USING OFF HIGHWAY VEHICLES AND MOUNTAIN BIKES**

- (1) OHV and mountain bike use must be specifically provided for in the permit and operating plan.
- (2) Only routes specifically approved in the permittee's operating plan may be utilized.
- (3) Permittees must be familiar with and comply with State of Utah OHV laws. All activities and activity participants must follow state regulations and manufacturer's recommendations regarding operations.
- (4) OHV operators must be familiar with and comply with BLM's OHV designations whether posted on the ground or not.
- (5) Permittees must operate in accordance with [43 CFR 8341](#) concerning OHV use on public lands. To obtain a printed copy of these regulations, contact your local BLM office or visit BLM-Utah's Recreation Permits website at:  
[http://www.blm.gov/ut/st/en/prog/recreation\\_home/permits.html](http://www.blm.gov/ut/st/en/prog/recreation_home/permits.html)
- (6) OHV operators must yield to non-motorized users. Mountain bikers must yield to pedestrians and riding or pack animals.
- (7) Operators shall not intentionally chase or harass wildlife.
- (8) The permittee shall be responsible for clean-up and remediation in event of accident or mechanical failure resulting in the spillage of fuels, lubricants, coolants, hydraulic fluids, or other petroleum-based or synthetic organic compounds.

# Appendix D: Operating Plan

## SPECIAL RECREATION PERMIT GUIDING & OUTFITTING OPERATING PLAN

The operating plan must accurately identify the use and activities, the use area, and the use seasons of the operations proposed on public land. Make sure the information is complete and that all proposed services, facilities, and dates of use are described. Failure to respond to any of the items, or inaccurate disclosures may result in delays in processing or rejection of the application. This outline is provided for convenience only; other formats are acceptable. Additional pages may be attached as necessary.

### I. Company Information

A. Company Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Type of Company:    \_\_\_ Sole proprietorship    \_\_\_ Partnership  
                          \_\_\_ Corporation            \_\_\_ Government Agency

*(Attach copies of Articles of Incorporation, Corporate Certificate from the Utah Secretary of State, and any other business license issued by the State of Utah or its political subdivisions.*

D. Date Company Established: \_\_\_\_\_

E. Number of Years with Current Owner(s): \_\_\_\_\_

F. Name of Owner(s)/Partners: \_\_\_\_\_

\_\_\_\_\_

G. Telephone Number: \_\_\_\_\_ Emergency Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

H. Name of individual(s) authorized to conduct business with BLM concerning this permit:

\_\_\_\_\_

\_\_\_\_\_

### II. Purpose and Need for the Permit

A. Describe and demonstrate the need for the service or activity to be offered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Describe how the activity enhances the opportunity for visitors to enjoy public lands and their recreational experience:

\_\_\_\_\_

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C. Describe how the service or activity helps meet BLM management objectives:

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D. Describe how the proposed use area is suitable for and not in excess of the size needed to accomplish the purpose:

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**III. Conduct of Your Service or Activity**

A. Activity Parameters

1. Maximum and Minimum Group Size: (Max.) \_\_\_\_\_ (Min.) \_\_\_\_\_
2. Number of Staff and Staff to Customer Ratio: \_\_\_\_\_ : \_\_\_\_\_
3. Trip length and/or dates of activity: \_\_\_\_\_
4. Activities to be engaged in, including the equipment, vehicles or livestock to be used, and services offered:

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5. Methods and means of transportation, including the numbers and types of vehicles, including street legal vehicles, ATV's, boats, aircraft, and livestock:

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6. Describe any vending, rentals, or sales of consumer products or services:

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B. Operations Area

1. Provide a map at a scale of 1:100,000 of the public land operations area. Additional, more detailed maps may be required.
2. Include on the map all staging areas, camping locations, attraction sites, and routes of travel.

C. Environmental Protection and Conservation of Natural Resources

1. How will your operations comply with the environmental protection stipulations of the permit?

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2. How will your operations incorporate *Leave No Trace* and/or *Tread Lightly* principles?

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D. Health, Safety and Sanitation

1. Describe the first aid (including universal precautions) and evacuation equipment that will be present during your operations:

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2. What emergency communications will be available?

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3. What is your emergency evacuation plan?

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4. What environmental hazards exist - exposure, flash flood, avalanche, weather, fauna, terrain, etc.? How will you manage these hazards?

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5. What hazards are inherent to the activity? How will they be managed?

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6. What safety equipment is used and how is it inspected and maintained?

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7. What are your provisions for toilet facilities, dealing with human waste, and washing? How will you contain and remove trash and garbage?

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8. Demonstrate how you will comply with other Federal, state and local laws pertaining to your activity, including but not limited to:

- a. If you are going to serve any food or beverage to a customer, show compliance with Utah State Law regarding food service sanitation
- b. If the activity will involve more than 500 people at a single activity or event, show how you will comply with Utah State Law regarding mass gatherings.
- c. If your activity involves the use of water craft, show how you will comply with Utah State Boating Laws.
- d. If you are providing in-patient or residential Wilderness Therapy for persons under age 18, show compliance with Utah State Law for wilderness therapy programs.

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9. If firearms are involved, what are the provisions for safe storage, transportation and use?

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10. Does your operation use livestock for riding or packing? If so, identify the kind and number of animals to be used. Also, identify how the animals will be fed, watered, and confined when not being used.

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E. Staff Experience and Training

1. What level of first aid training would you require? \_\_\_\_\_

2. What level of training or experience for the specific activity would you require?

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3. What is the level of knowledge of the natural resources and environment of the operations area?

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4. If your activity involves visitation to cultural sites, pre-historic and /or historic sites, demonstrate a basic knowledge of the laws and regulations dealing with protection and preservation of antiquities, objects of historical interest, and graves. Demonstrate a factual knowledge of the sites to be visited.

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5. Have any of your company owners or employees been convicted of a Federal, state or local violation regarding guiding, outfitting, resources protection, or the activity proposed for this permit? If so, provide details.

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6. Has your company or its owner(s)/operator(s) ever been denied a permit, had a permit revoked, or surrendered a bond related to a permit for operations on BLM or US Forest Service administered lands? If so, provide details.

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F. Customer Information

1. Attach a copy of the customer contract including any risk acknowledgment and/or waivers.
2. Attach a price list.

G. Other required permits

1. List any permits required by other Federal, state or local agencies to conduct your activity:

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2. List any permissions or contracts required to use private lands you do not own or control:

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3. List any permits, current or expired, you have held to conduct activities on BLM or U.S. Forest Service administered lands:

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**IV. CERTIFICATION**

I certify that the information given by me in this proposed Operating Plan is true, accurate, and complete to the best of my knowledge. I acknowledge that I am required to comply with the requirements and stipulations on Form 2930-1 and any additional stipulations which the Authorized Officer may deem necessary. I further understand that providing false information or failure to keep this Operating Plan or other permit requirements up-to-date are grounds for probation, suspension, or revocation of the permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

# Appendix E: Post-Use Report Form

Post Season Use Report

OUTFITTER BUSINESS NAME: \_\_\_\_\_

Trip Start Date mm/dd/yr	Trip End Date mm/dd/yr	# of Guests	# of Guides	Area or routes used	Gross Receipts \$	Pre/post trip lodging deductions \$	Pre/post trip transportation deductions \$

1. Gross receipts includes all payments made by the customer to the permittee, including reservation and trip fees, special rentals, trip add ons, photographic services, trophy fees etc. The only exceptions are state and local sales tax and sales of durable, retail items that would have utility and use after the trip.

2. Pre/post trip lodging deductions must be supported by copies of receipts.

I certify the above report is true, correct and complete accounting of all commercial activities conducted in conjunction with my Special Recreation Use Permit.

\_\_\_\_\_  
Signature, company representative

\_\_\_\_\_  
Date

# Appendix F: Sample of Completed Post-Use Report Form

Post Season Use Report

OUTFITTER BUSINESS NAME: XYZ Outfitters, Inc.

Trip Start Date mm/dd/yr	Trip End Date mm/dd/yr	# of Guests	# of Guides	Area or routes used	Gross Receipts \$	Pre/post trip lodging deductions \$	Pre/post trip transportation deductions \$
3/1/06	3/1/05	12	2	Hell's Revenge 4WD route	\$540.60	N/A	N/A
5/6/06	5/6/06	18	4	Porcupine Rim mountain bike route	\$2475.00	\$240.00 (see attached receipt)	
7/9/06	7/9/06	14	3	Fisher Towers hiking trail	\$1179.50		\$310.00 (see attached receipt)

1. Gross receipts includes all payments made by the customer to the permittee, including reservation and trip fees, special rentals, trip add ons, photographic services, trophy fees etc. The only exceptions are state and local sales tax and sales of durable, retail items that would have utility and use after the trip.

2. Pre/post trip lodging deductions must be supported by copies of receipts.

I certify the above report is true, correct and complete accounting of all commercial activities conducted in conjunction with my Special Recreation Use Permit.

Joe Anyone  
Signature, company representative

7/15/08  
Date